

will remind the branch concerned. For this purpose the record room, will maintain a simple register for keeping a record of the files, issued to the various branches each month.

Inspections

177. 1. *Purpose and periodicity.*—Each branch will be inspected once a year to see to what extent the Secretariat or other instructions are being followed.

178. 2. *Inspecting authorities.*—As far as possible, the inspection of a branch will be conducted by an officer of or above the rank of Under Secretary, who does not handle any part of the branch's work.

179. 3. *Inspection Programme.*—(1) The Administrative Reforms Deptt. will draw up in advance, every month, for the approval of the Secretary, Admn. Reforms, a programme of inspections of branches to be undertaken during the following month, indicating the names of the inspecting officers.

(2) At the end of every month the Administrative Reforms Deptt. will submit to the Secretary, Adm. Reforms, a report indicating whether the programme of inspections for the previous month was carried out.

180. 4. *Inspection Report.*—(1) The inspecting officer will send his report to the branch officer concerned, endorsing a copy each to the Section Officer/Superintendent concerned.

(2) The Section Officer/Superintendent will take necessary action to rectify the defects pointed out in the inspection report and submit a compliance report to the branch officer within 3 months endorsing a copy to the D.S. (AR).

(3) The inspection reports and the compliance reports should be submitted to the officers.

(4) The Administrative Secretary concerned will report, the significant points, if any, emerging from the inspection reports, to the Chief Secretary and Secretary, Admn. Reforms.

181. (1) *Supplementary inspections.*—(1) Apart from the annual general inspection supplementary inspections for all or any of the branches, with special reference to the nature of their work may be prescribed by the Chief Secretary/Administrative Secretary concerned

(2) Surprise inspections may also be organised in accordance with instructions of the Secretary Admn. Reforms/Administrative Secretary.

APPENDIX—I

Illustrative list of records fit for permanent preservation because of (A) their value for administrative purposes, and (B) their historical importance.

A—Records of value for administrative purposes

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use:

(1) Papers containing evidence of rights or obligations of or against the Government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions etc.

(2) Papers relating to major/policy decisions, including those relating to the preparation of legislation.

(3) Papers regarding constitution, functions and working of important committees, workings groups, etc.

(4) Papers providing lasting precedents for important procedure e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.

(5) Papers concerning rules, regulations, departmental guides instructions of general application.

(6) Papers relating to salient features of organisation and staffing of government departments and offices.

(7) Papers relating to important litigation or causes celebres in which the administration was involved.

B—Records of historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially consider as of value to historians:—

(1) Papers relating to the origin of a department or agency of government, how it was organised: how it functioned; and (if defunct) how and why it was dissolved.

(2) Data about what the department/agency accomplished (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available.)

(3) Papers relating to a change of policy. This is not always easy to recognize, but watch should be kept for (a) summary for a Minister, (b) the appointment of a departmental or inter-departmental committee or working group, and (c) note for the cabinet or a cabinet committee. Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-departmental committees, however, it is important that a complete set of papers to be kept only by the departments mainly concerned usually the one providing secretariat.

(4) Papers relating to the implementation of change of policy, including a complete set of instructions to executive agencies etc. and relevant forms.

(5) Papers relating to a well known public event or cause celebre, or to other events which gave rise to interest or controversy.

(6) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.

(7) Papers cited in or noted as consulted in connection with official publications.

(8) Papers relating to the more important aspects of scientific or technical research and development.

(9) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering whole State or a wide area.

(10) Papers relating to obsolete activities or investigations, or to abortive schemes in important fields.

(11) Any other specific categories of records which, according to the departmental instructions issued in consultation with the State Archives, have to be treated as genuine source of information on any aspect of history-political, social, economic etc. or are considered to be of biographical or antiquarian interest.

APPENDIX-2

REGISTER FOR WATCHING THE PROGRESS OF RECORDING

Branch _____		Month and year _____	
Files marked for record during the month _____		Files recorded during the month _____	
Sr. No.	File No.	Sr. No.	File No.
1	2	3	4
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	

APPENDIX—3

RECORD REVIEW REGISTER

Branch _____ Year of Review _____

File No.	File No.	File No.	File No.
7-1068	7-1069	7-1070	7-1071
7-1072	7-1073	7-1074	7-1075
7-1076	7-1077	7-1078	7-1079
7-1080	7-1081	7-1082	7-1083
7-1084	7-1085	7-1086	7-1087
7-1088	7-1089	7-1090	7-1091
7-1092	7-1093	7-1094	7-1095
7-1096	7-1097	7-1098	7-1099
7-1100	7-1101	7-1102	7-1103
7-1104	7-1105	7-1106	7-1107
7-1108	7-1109	7-1110	7-1111
7-1112	7-1113	7-1114	7-1115
7-1116	7-1117	7-1118	7-1119
7-1120	7-1121	7-1122	7-1123
7-1124	7-1125	7-1126	7-1127
7-1128	7-1129	7-1130	7-1131
7-1132	7-1133	7-1134	7-1135
7-1136	7-1137	7-1138	7-1139
7-1140	7-1141	7-1142	7-1143
7-1144	7-1145	7-1146	7-1147
7-1148	7-1149	7-1150	7-1151
7-1152	7-1153	7-1154	7-1155
7-1156	7-1157	7-1158	7-1159
7-1160	7-1161	7-1162	7-1163
7-1164	7-1165	7-1166	7-1167
7-1168	7-1169	7-1170	7-1171
7-1172	7-1173	7-1174	7-1175
7-1176	7-1177	7-1178	7-1179
7-1180	7-1181	7-1182	7-1183
7-1184	7-1185	7-1186	7-1187
7-1188	7-1189	7-1190	7-1191
7-1192	7-1193	7-1194	7-1195
7-1196	7-1197	7-1198	7-1199
7-1200	7-1201	7-1202	7-1203
7-1204	7-1205	7-1206	7-1207
7-1208	7-1209	7-1210	7-1211
7-1212	7-1213	7-1214	7-1215
7-1216	7-1217	7-1218	7-1219
7-1220	7-1221	7-1222	7-1223
7-1224	7-1225	7-1226	7-1227
7-1228	7-1229	7-1230	7-1231
7-1232	7-1233	7-1234	7-1235
7-1236	7-1237	7-1238	7-1239
7-1240	7-1241	7-1242	7-1243
7-1244	7-1245	7-1246	7-1247
7-1248	7-1249	7-1250	7-1251
7-1252	7-1253	7-1254	7-1255
7-1256	7-1257	7-1258	7-1259
7-1260	7-1261	7-1262	7-1263
7-1264	7-1265	7-1266	7-1267
7-1268	7-1269	7-1270	7-1271
7-1272	7-1273	7-1274	7-1275
7-1276	7-1277	7-1278	7-1279
7-1280	7-1281	7-1282	7-1283
7-1284	7-1285	7-1286	7-1287
7-1288	7-1289	7-1290	7-1291
7-1292	7-1293	7-1294	7-1295
7-1296	7-1297	7-1298	7-1299
7-1300	7-1301	7-1302	7-1303
7-1304	7-1305	7-1306	7-1307
7-1308	7-1309	7-1310	7-1311
7-1312	7-1313	7-1314	7-1315
7-1316	7-1317	7-1318	7-1319
7-1320	7-1321	7-1322	7-1323
7-1324	7-1325	7-1326	7-1327
7-1328	7-1329	7-1330	7-1331
7-1332	7-1333	7-1334	7-1335
7-1336	7-1337	7-1338	7-1339
7-1340	7-1341	7-1342	7-1343
7-1344	7-1345	7-1346	7-1347
7-1348	7-1349	7-1350	7-1351
7-1352	7-1353	7-1354	7-1355
7-1356	7-1357	7-1358	7-1359
7-1360	7-1361	7-1362	7-1363
7-1364	7-1365	7-1366	7-1367
7-1368	7-1369	7-1370	7-1371
7-1372	7-1373	7-1374	7-1375
7-1376	7-1377	7-1378	7-1379
7-1380	7-1381	7-1382	7-1383
7-1384	7-1385	7-1386	7-1387
7-1388	7-1389	7-1390	7-1391

Note : This register will be maintained for class 'C' files only.

APPENDIX-4

LIST OF FILES TRANSFERRED TO RECORD ROOM

Branch _____			
Sr. No.	File No.	Classification and year of review	Date of actual destruction
1	2	3	4